

Vacancy Details

Personnel Notice: 76-15
Date Announced: 07/06/2015
Closing Date: 7/27/2015
Command: CMC
Grade: GS-13/14
Type: Assistant Counsel

There is an opportunity for an attorney to serve in the position of Assistant Counsel, Procurement Law, Western Area Counsel Office, Marine Corps Base Camp Pendleton, California.

The Western Area Counsel Office (WACO) is a regional field office of the Office of Counsel for the Commandant providing legal advice on all matters under the cognizance of the General Counsel for the Department of the Navy to senior Marine Corps Commanders and the civilian leadership of Marine Corps Installations West- Marine Corps Base Camp Pendleton (MCIWEST-MCB CAMPEN), I Marine Expeditionary Force (I MEF); and all subordinate commands and commanders in the western area. The Assistant Counsel reports to the Counsel, Western Area, and is under the general supervision of the Office of Counsel for the Commandant.

The principal focus of responsibility will be fiscal law and government contracting. However, the successful applicant will be expected to provide legal advice across the full range of legal services handled by the Office of the General Counsel for the Department of the Navy (OGC), including environmental law, fiscal law, civilian personnel law, FOIA/Privacy Act, and ethics. Legal experience in fiscal law and contract law is preferred. For further information about MCIWEST-MCB CAMPEN and the I MEF, please visit: <http://www.mciwest.marines.mil/>.

The position has a full-performance level of GS-14, but will be filled at either the GS-13 or GS-14 level depending on the qualifications of the successful applicant. To be eligible for selection at the GS-13 level, the applicant must have in excess of two years of professional, relevant legal experience working as an attorney. To be eligible for selection at the GS-14 position, the applicant must have at least three-and-one-half years of professional, relevant legal experience working as an attorney, including experience in one or more of the other OGC practice areas mentioned above.

Applicants will be evaluated on the following factors: (1) length of professional legal experience of fiscal law and contract law and the quality of their relevant experience in other OGC practice areas listed above; (2) possess excellent analytical, research, and writing skills; (3) possess excellent oral communication and interpersonal skills; (4) demonstrate an ability to establish relationships and work effectively with senior military and civilian clients, including general officers and members of the Senior Executive Service; and (5) demonstrate an ability to respond quickly, accurately, and creatively in a fast-paced environment with little direct supervision. Familiarity with the Department of the Navy, OGC, and the United States Marine Corps is not required but is desirable.

In addition to the legal experience, skills, and ability noted above, the successful applicant must be a U.S. citizen, have graduated from a law school accredited by the American Bar Association, be an active member in good standing of the bar of the highest court of a State, U.S. Commonwealth, U.S. territory, or the District of Columbia, and be admitted to practice before a state or federal court; and be eligible to obtain and maintain a Secret level security clearance. The successful applicant must be able to obtain and maintain a SECRET clearance.

Applicants must submit: (1) an OF-612, SF-171, or resume; (2) two legal writing samples (less than 10 pages, each) that demonstrates analytical and written advocacy skills; (3) two most recent performance appraisals, if available; and (4) the names and telephone numbers of at least three references (other than current supervisors) who may be contacted. Attorneys who graduated from law school after 2009 must provide a copy of their law school transcripts including class rank. Current federal government employees should indicate in their application their present GS level or equivalent and salary. Applicants should clearly indicate if they do not want us to contact their current supervisor.

It is recommended that all documents be sent by electronic mail to Mr. Darren Jump, at darren.jump@usmc.mil. In the absence of electronic mail capability, documents may also be mailed via Parcel Service (e.g., FedEx/UPS) or USPS. Send all documents to:

Counsel, Western Area
Attn: Darren Jump
Box 555231
Camp Pendleton, CA 92055-5231

This personnel notice will close on at 11:59 PM, EDT on July 27, 2015, and applications must be received before this time to be considered.

If you have questions about this announcement, you may contact Counsel, Western Area, Mr. Darren Jump, at darren.jump@usmc.mil or at 760-725-5610.

If the successful applicant is not currently a member of the Department of the Navy Office of the General Counsel, processing of the hiring action can only commence after submission of those items identified in the "Instructions for New OGC Attorneys" (see Careers section of www.ogc.navy.mil).

Applicants eligible for veterans' preference must specifically claim such eligibility in their cover letter, identify the basis for the claim, and include supporting documentation (e.g., the DD 214, Certificate of Release or Discharge from Active Duty or other supporting documentation) with their submission. Not all veterans are preference eligible. For a summary of time periods, campaigns, and conditions that entitle an applicant to preference eligibility, please visit www.opm.gov/veterans and review the "Vets Info Guide" and the "Vets Guide." There is no formal rating system for applying veterans' preference for attorney appointments in the excepted service; however, the Department of the Navy Office of the General Counsel considers veterans' preference eligibility a positive factor in the attorney hiring process. Applicants who do not claim and do not provide adequate supporting documentation for veterans' preference will not receive the positive factor consideration.

The United States Government does not discriminate in employment on the basis of race, color, religion, sex (including pregnancy or gender identity), national origin, political affiliation, sexual orientation, marital status, disability, genetic information, age, membership in an employee organization, retaliation, parental status, military service, or other non-merit factor.

Reasonable Accommodation Policy Statement:

https://help.usajobs.gov/index.php/Reasonable_Accommodation_Policy_Statement

Legal and Regulatory Guidance: https://help.usajobs.gov/index.php/Legal_and_Regulatory_Guidance

Relocation expenses may be paid, but are not guaranteed. If relocation expenses are a requirement, the applicant should state their requirement for this expense in the application package.

Permanent Change of Station (PCS) funding may be available to those eligible.

THE DEPARTMENT OF THE NAVY IS AN EQUAL OPPORTUNITY/REASONABLE ACCOMMODATION EMPLOYER

The Department of the Navy is an Equal Opportunity/ Reasonable Accommodation Employer. All hiring and advancement in the Office of the General Counsel is based on merit without regard to race, color, national origin, religion, age, sex, sexual orientation, disability, political affiliation or marital status.

The Department of the Navy provides reasonable accommodation to applicants with disabilities where appropriate. Applicants requiring reasonable accommodation for any part of the application and hiring process should inform the individual identified in the personnel notice. Determinations on requests for reasonable accommodation will be made on a case-by-case basis.

VETERANS PREFERENCE IN HIRING

Department of the Navy attorney positions are in the excepted service, not the competitive civil service. There is no formal rating system for applying veterans' preference to attorney appointments in the excepted service; however, the Department of the Navy considers veterans' preference eligibility as a positive factor in attorney hiring. If you are eligible for veterans' preference in hiring, you are encouraged to include that information in your application along with the supporting documentation, e.g., DD 214. Not all veterans are eligible for veterans' preference. To find out if you are, you may visit the Veterans' Preference Advisor, operated by the Department of Labor at <http://www.dol.gov/elaws/vets/vetpref/vetspref.htm>.